



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

REFERENCES:
505 KAR 1:120
3-JTS-4C-41; 5C-06
3-JDF-4C-39; 5B-05
3-JCRF-5C-05
1-JDTP-3B-02
1-JBC-5C-07
NCCHC Y-E-05

CHAPTER: Health and Safety Services	AUTHORITY: KRS 15A.065
SUBJECT: Referral for Mental Health Services	
POLICY NUMBER: DJJ 405.3	
TOTAL PAGES: 2	
EFFECTIVE DATE: 4/4/2014	
APPROVAL: A. Hasan Davis	, COMMISSIONER

I. POLICY

Referral shall be made to a Qualified Mental Health Professional (QMHP) whenever a youth's mental health status is in question.

II. APPLICABILITY

This policy shall apply to all group homes and youth development centers. This policy shall govern the actions of community service offices in complying with applicable sections of DJJPP Chapter 6 (Electronic Monitoring) and shall govern the actions of detention centers in complying with applicable sections of DJJPP Chapter 7 (Suicide Prevention and Intervention).

LIMITED APPLICABILITY

In day treatment programs, the parent or guardian shall be contacted. Referral may be made to the Mental Health Branch or the parent or guardian may be assisted, if appropriate, in finding the proper community resources. The youth's assigned counselor shall be copied on all mental health referrals. Each referral shall be reviewed in the youth's next scheduled Treatment Team meeting.

III. DEFINITIONS

Refer to Chapter 400.

IV. PROCEDURES

- A. Referral to the QMHP shall be made in writing or electronically, complete with date and time.
- B. The QMHP shall respond to the referral in a timely manner. If the QMHP is a DJJ staff member, response shall be within three (3) business days.

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- C. The QMHP shall conduct an evaluation sufficient in scope to reasonably assess the needs of the youth. The evaluation shall be in person or teleconference.
- D. Youth shall be referred to the nearest community mental health center or other outpatient psychiatric services if the services cannot be provided by DJJ staff. Community mental health services shall be used as early as possible.
- E. All documentation related to the referral, evaluation, and intervention for youth in a group home or youth development center shall be placed in the youth's Medical Record. At the discretion of the QMHP, limited information may be placed in the Individual Client Record in order to facilitate continuing care for the youth.
- F. The youth's assigned counselor shall be notified of all mental health referrals for youth in a group home or youth development center. In youth development centers, the treatment director shall also be notified of all referrals for psychiatric services. Each referral shall be reviewed in the youth's next scheduled Treatment Team meeting.

V. MONITORING MECHANISM

Monitoring shall be accomplished by the Chief of Mental Health Services, Regional and facility-based psychologists, and the Quality Assurance Branch.